

Sponsored Research Agreement Process/Research Consulting Services Agreement Guidance Document

Initial Contact: Email the ADR Office at grants@siumed.edu to discuss project and determine necessary course of action.

Consultancy

- General questions about a process for an experiment or analysis of data, strictly intellectual feedback
- Usually 2-10 hours total time
- Official Office of Contact and Record: PI/Department

Checklist for University Approvals

- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
 - Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
 - COI: Submit new disclosure request form for Consultancy pre-approval
 - ADR: FCOI with any grants
 - Legal reviews consulting agreement
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Contract for Services

- General services performed with no creative thought, opinions, or intellectual feedback
- Ownership of data can be retained by sponsor
- Specific timeline (start-end dates) and/or deliverables
- Official Office of Contact and Record: Revenue Contracts

Checklist for University Approvals

- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
 - Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
 - COI: Update conflict of interest form
 - LACUC: Will studies be conducted with animals under an approved protocol? (If applicable)
 - IRB/SCRIHS: Will studies be conducted on human specimens under an approved protocol? (If applicable)
 - ADR: FCOI with any grants; Budget and justification review
 - Revenue Contracts: 'Revenue Contract Request Form' and completed contract sent to revenuecontracts@siumed.edu. Revenue Contracts will send to Legal after initial review
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Collaborative Research Project

- Cooperative services or experimentation in conjunction with sponsor
- Creative thought, design, intellectual feedback, experimental results
- Ownership of data will need to be determined
- Ongoing timeline
- Official Office of Contact and Record: Revenue Contracts

Checklist for University Approvals

- Department Chair/FO: Provide a brief description of services performed and define when work will be performed (during university work hours or after hours as a private contractor); Define course of payment
- Tech Transfer: CDA/MTA Review; Ownership of data; Conflicting patents
- COI: Update conflict of interest form
- LACUC: Will studies be conducted with animals under an approved protocol
- IRB/SCRIHS: Will studies be conducted on human specimens under an approved protocol
- ADR: FCOI with any grants; Budget and justification review
- Revenue Contracts: 'Revenue Contract Request Form' and completed contract sent to revenuecontracts@siumed.edu. Revenue Contracts will send to Legal after initial review

Contacts:

- a. **Department Chair**
- b. **Department Fiscal Officer**
- c. **Animal Subjects:** LACUC (Shelly Tischkau: stischkau@siumed.edu); DLAM (Shirly Frost: sfrost@siumed.edu)
- d. **Human Subjects:** IRB/SCRIHS (Alisha Mirabile: amirabile@siumed.edu)
- e. **Human Samples:** Tissue Bank (Kathy Robinson: krobinson@siumed.edu)
- f. **Rent Facilities and/or Equipment:** (Gary Pezall: gpezall@siumed.edu)
- g. **Core Facilities:** (Melissa Roberts: mroberts@siumed.edu)
- h. **Budget/FCOI:** ADR Office of Grants and Contracts (grants@siumed.edu)
- i. **Tech Transfer:** Review Confidentiality Disclosure Agreements (CDAs) and Materials Transfer Agreements (MTAs), Intellectual Property, Data Ownership (Rob Patino/Kristy Owen: techtransfer@siumed.edu)
- j. **Office of Compliance:** (Shawn Wilson: swilson39@siumed.edu)
- k. **Conflicts of Interest (COI) Committee:** (Amber Fifer: afifer56@siumed.edu; Shawn Wilson: swilson39@siumed.edu)
- l. **Legal:** COI (Brenda Pryor: bpryor86@siumed.edu); Research (Jennifer Graham: jgraham23@siumed.edu)
- m. **Revenue Contracts:** Vivian Williams (revenuecontracts@siumed.edu)